

**City of Williams
Position Description
Seasonal Position
(Grade 1)**

Summary of Position

Performs semi-skilled maintenance of City's baseball fields and their facilities and grounds. Provides custodial care of facilities. Provides field preparation for ballgames. May coordinate and schedule events for the ball fields.

Organizational Relationships

1. Reports to: Maintenance Superintendent
2. Directs: This is a nonsupervisory position.
3. Other: Works with the general public and performs custodial and maintenance services.

Essential Duties

- Cleans City facilities and grounds at ball fields on a regular basis.
- Makes certain toilet paper, paper towels, and soap are in adequate supply.
- Collects and disposes of all trash from grounds and facilities regularly.
- Maintains grass, including aerating, watering and mowing, adjusting and repairing sprinklers, and removing weeds on ball fields.
- Prepares fields for ball games and instructs users on proper procedures for turning lights on and off.
- Coordinates and schedules events that take place on the ball fields.
- Performs other duties as assigned.

Job Knowledge, Skills and Abilities

- Familiarity with City and OSHA safety requirements.
- Knowledge of MSDS for each chemical used.
- Use of proper safety equipment when performing tasks.
- Knowledge of the proper use of cleaning equipment and products.
- Ability to operate necessary equipment, including lawn mowers and weed eaters.
- Ability to prepare and mark fields prior to games.
- Ability to coordinate schedules for all games on ball fields.
- Must possess current valid Arizona Driver's License.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.